

### Login

- ✓ To login into your Unity mailbox via the telephone:
    - From your office dial 5020.
    - From another LSCC phone, dial 5020 then, when you hear the recording, press \* . You will be asked to enter your ID (extension number) followed by the # key.
    - From an outside line dial 435-5020 then, when you hear the recording, press \* and your ID (extension).
- (You will be asked for your password. If you do not know your password, call 3505 during normal working hours to reset it.)

### Password

- ✓ To change your password:
  - Press 4 for Setup options.
  - Press 3 for Personal Settings.
  - Press 1 to change password.
  - Enter your new password (6 digits), and then press #.

### Recording

- ✓ To record your name:
  - Press 4 for Setup options.
  - Press 3 for Personal Settings.
  - Press 2 for Recorded name.
  - Record your name after the beep.
  - Press # when you complete the recording.
  - Press \* to keep the recorded name.
  
- ✓ Recording or changing your personal greeting:
  - Press 4 for Setup options.
  - Press 1 for Greetings.
  - Press 1 to re-record you personal greeting  
or
  - Press 2 to toggle your alternate greeting on and off  
or
  - Press 3 to Edit Other Greetings then select which greeting you would like to change (1-Standard, 2-Closed, 3-Alternate, 4-Busy, 5-Internal - (extension to extension), 6-Holiday). Standard is what the public will hear unless you have your alternate, busy-line, or after hours turned on.
    - i. Press 1 again and record your greeting.
    - ii. Press # when you have completed your greeting.
    - iii. Press 2 to revert to the system greeting.

- iv. Press 3 to toggle the greeting on or off.  
The Standard Greeting is automatically on unless you have another greeting turned on. If you turn all of the other greetings off, your standard greeting will be on.

#### Record and Send Messages to Multiple Extensions

- ✓ To record and send a message for more than one extension:
  - Press 2 to send a recorded message.
  - When prompted, record your message then press # when finished.
  - Dial the extension of the person the message is for and then press #.
  - Press # to confirm the extension.
  - Enter additional extension and press # when finished. Repeat for each destination for the message.
  - Press # again for regular delivery, or
    - i. 1 to mark message as urgent.
    - ii. 2 for a return receipt.
    - iii. 3 to mark as private.
    - iv. 5 to review the recorded message.
    - v. 6 to re-record the message.
    - vi. 7 to add to the message.
    - vii. 91 to add a new name (extension).
    - viii. 92 to hear all names (extensions).
    - ix. Press \*1 to discard the message without sending.

#### Listen to Messages

- ✓ To listen to messages:
  - Press 1 to listen to new messages.
  - Press 2 to send a message.
  - Press 3 to listen to old messages.
  - Press 4 for more options.
  - After you listen to the message, press:
    - i. 1 to Replay the message.
    - ii. 2 to Save the message.
    - iii. 3 to Delete the message.
    - iv. 5 to Forward the message.
    - v. 6 to mark the message as New.
    - vi. 7 to Skip back.
    - vii. 9 for Properties.

#### Exit

- ✓ To get out of Unity simply hang up or press \*.

[Help](#)

✓ To get help, press 0.